



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

REPLY TO
ATTENTION OF

ATZS-CDR (210-50a)

03 MAY 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 031 – Utilization of the Hazen House

1. References:

a. AR 210-50, Housing Management, 26 Feb 99.

b. Memorandum, CFSC-FM-C, 26 Jun 04, subject: FY05 Morale, Welfare, and Recreation (MWR) and Army Lodging Nonappropriated Fund Instrumentalities Financial Management Operating Guidance.

2. The purpose of this policy is to establish local responsibilities and procedures for the utilization of the Hazen House, the distinguished visitor lodging facility, to include eligibility, reservations and assignments of visitors.

3. The following responsibilities and procedures are established:

a. The Directorate of Morale, Welfare, and Recreation (DMWR) will have management control of the Hazen House, to include reservations and assignments. The Army Lodging, Business Division, DMWR, will operate the Hazen House.

b. The United States Army Intelligence Center and Fort Huachuca (USAIC&FH) Protocol Office will coordinate reservations and assignments of distinguished visitors with the Army Lodging, Business Division, DMWR.

c. Other offices and individuals may coordinate reservations and assignments of distinguished and other visitors directly with the Army Lodging, Business Division, DMWR.

d. Reservation and assignment procedures, by priority, are as follows:

(1) Priority reservations and assignments will be authorized for distinguished visitors which include temporary duty (TDY) visitors in the rank of colonel (O6) and above, equivalent grade Department of Defense (DOD) civilians, and the Sergeant Major of the Army without children. When a room is not available for a distinguished visitor, the visitor will be issued a statement of non-availability unless a reservation for a lower ranking visitor can be moved to another lodging facility. Exceptions will include high profile visitors as identified by the US Army Garrison Commander.

ATZS-CDR

SUBJECT: POLICY 031 – Utilization of the Hazen House

(2) Reservations and assignments for Soldiers in a permanent change of station (PCS) status, who are temporarily without permanent housing, in the rank of O6 and above and command sergeants major, and their family members or family members alone will be confirmed upon request when rooms are available.

(3) Reservations and assignments for TDY visitors below the rank of O6, equivalent grade DOD civilians, and command sergeants major, without children, will be confirmed upon request when rooms are available.


(4) Reservations for unofficial visitors will be confirmed no sooner than 8 days prior to arrival. Individuals arriving without reservations will be assigned to available rooms. Unofficial visitors with children will be assigned to available guest housing.

e. The duration of assignment for TDY visitors will be in accordance with their travel orders; the duration of assignment for all other visitors will be 7 days, with possible extensions depending on availability of rooms.

f. Rooms will not be held vacant for contingency purposes.

4. The proponent for this policy is the DMWR.

5. This memorandum supersedes USAIC&FH memorandum, ATZS-CG, 4 Mar 02, subject: POLICY 127 – Utilization of the Hazen House.



JONATHAN B. HUNTER
Colonel, MI
Commander, US Army Garrison

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SUBJECT: POLICY 031 – Utilization of the Hazen House

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